

6 January 1976

MEMORANDUM FOR: DD/Pers-P&C

SUBJECT : Fighting Inflation and Reducing Operating Costs

REFERENCE : DDA Memo to D/Pers dtd 9 Dec 75, same subj.

In compliance with referent memorandum, there is shown below by established category, the semi-annual reporting of savings for the period ending 31 December 1975:

Group I - N.A.

Group II - N. A.

Group III

Two (2) Contract Employees (Annuitants) of the Qualifications Analysis Branch were changed from Full-Time to Part-Time (NTE 30 hours per week): one at grade equivalent GS-5/5 and the other at GS-11/10. In addition to a moderate savings in compensations paid, the need for 2 personnel ceilings was eliminated.

ILLEGIB



STAT

Chief, Control Division

7 JAN 1976

MEMORANDUM FOR: DD/Pers/P&C

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

The PMCD semi-annual report on inflation fighting efforts for the period ending 31 December 1975 is as follows:

Group I: Savings to date for the current fiscal year.

Although the cost savings which were suggested in PMCD's 31 March 1975 memorandum have been realized to an extent, it is not possible to quantify the actual savings that may have accrued. However, the following efforts are in addition to those previously listed:

1. Transfer of files to the Records Center for temporary storage has resulted in a savings in safe requirements (saving - one and one-half four-drawer safes).

2. The conversion to the Automated Staffing System has reduced the number of coding manhours required by approximately 50% (saving: one-half man-year at the GS-06/07 level).

Group II: Savings expected on an annual basis in future fiscal years.

1. Maintain one official set of 261 files, this will reduce file maintenance manhours, safe space and filing material (saving - one safe drawer).

2. Reduce the number of survey report copies retained (saving - one safe drawer).

Group III: One-time savings for the current or future fiscal years.

The planned move of PMCD from C of C Building should result in a measure of savings in time, and travel costs for the coming fiscal year. Based on the number of Agency departmental employees assigned to components at C of C [redacted] our time and travel related to these elements are approximately [redacted] respectively. Clearly, a move from C of C Building to Rosslyn or Headquarters should result in savings.

STAT

Chief

Position Management and Compensation Division

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DD/Pers-P&C

EXTENSION

NO.

STAT

DATE

7 January 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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The attached input from PMCD and Control Division are in response to your request re: "Fighting Inflation and Reducing Daily Operating Costs."

The Staffs have nothing to report.

STAT